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How to Evaluate Effectively

Before the speech talk with speaker about ...

Speech objectives.



General Evaluation Form

This is a form clubs can have their General Evaluators use. They are just some suggested things that most clubs need to watch for.

Remember your General Evaluation should only be 2-3 minutes long so don't comment on every item listed below, only the ones that you feel are the most important or that you feel you should comment on. You can amend it to suit your club's needs.

General Evaluator: _____ Date: _____

BEFORE THE MEETING:

-Did the Sgt.-at-Arms have the room set up properly? _____
-Were guests warmly greeted and attended to? _____

PRESIDING OFFICER:

-Was the meeting opened well? _____
-Was the business meeting kept within allotted time(15-20 minutes)? _____
-Were guests recognized by the Presiding Officer? _____

TIMING:

-Did the meeting begin on time? Is it still running on time? Did anyone abuse his or her recommended time limit? _____

TOASTMASTER:

-Was the agenda complete? Were there enough copies? _____
-Did the Toastmaster have a proper opening, and staying within allotted time? _____
-Were transitions between speakers smooth? _____
-Were speakers properly introduced? _____
-Was the lectern exchanged properly (never left unattended)? _____

SPEECHES:

-Were all speeches manual speeches? (only mention this if they weren't) _____
-Did the speakers provide the Toastmasters with their introductions? _____

TABLE TOPICS:

-Were the evaluations high quality, or were they whitewashes or too tough? _____

GENERAL COMMENTS:

-Did everyone explain his or her duties well and give good reports? _____
-Has everyone in attendance had an opportunity to speak? _____
-Did we learn something and have FUN? _____

Form developed by Steve Lockwood, District 6 Lt Governor of Marketing 2001-2002.

Evaluation Sheet Template

Mr/Madam Chairman/Contest Chair, fellow Toastmasters, ladies and gentlemen

Evaluation contest criteria
Analysis – clear, focused (40)
Technique – sympathetic, sensitive, motivational (15)
Commendations and Recommendations – positive, specific, helpful (30)
Summary – concise, encouraging (15)

1. It's a pleasure to evaluate _____'s talk about _____

2. I'll remember _____'s opening because

From here s/he _____

I liked _____

He/she ended strongly by _____

3. I have two/three recommendations that _____ might think about that I believe would make his/her future speeches even better.

| Recommendation | Example | How/why? |
|----------------|---------|----------|
| 1. | | |
| 2. | | |
| 3. | | |

4. Even without these in his/her speech today, _____'s strongest point was

5. In summary, here is a speech that (commend)

It could have been improved by (recommend)

But it worked because

Developed by Wendy Betteridge, Spinnaker Toastmasters Club 7868
Division E Evaluation Champion 2004

Be careful not to become formulaic in your evaluation. It's easy to get locked into a particular set of observations that will make your evaluation sound mechanical.

Above all – focus on giving the best possible feedback to the speaker.....and may the best contestant win!

Competition - Delivering your Speech Evaluation Speech

Evaluation Mavens know that judges will penalize you for using notes and standing behind a lectern.....boldly step out in front of the audience and deliver a confident, humorous, insightful and ‘spontaneous’ three minute speech.

Project a pleasant smile. Speak in a solid confident tone of voice. Make direct eye contact with various audience members around the room (no section of the room should be left "unattended" by your eye contact).

Indicate that your speech is over by looking at the contest chair, extending your arm in that person's direction and saying "Contest Chair." Smile!

Don't leave the speaking area until the Contest Chair has shaken your hand – then confidently walk offstage to your seat to await the news that you have won first place.

Timing Matters

Timers have instructions to start timing your performance from the moment you speak or gesture in any way that indicates you are starting. From that moment you have only 3 minutes and 30 seconds. If you speak for 3 minutes 31 seconds, you are disqualified and no matter how great your performance.....it will not count.

The last time signal will be the red light at 3 minutes. If you are planning to push your performance to the wire you had better practice so you ‘know in your gut’ what 25 seconds feels like.

Practice, Practice, Practice

Need I say more!

7 Courtesy of EWOI Training & Development
<http://www.excelling.com/COMP2C.php>



How to Win a Speech Evaluation Contest by Rodney Demko
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PERSONAL EVALUATION CHECKLIST
POINTS FOR COMMENDATION & RECOMMENDATION

(Use examples where possible in your evaluation)

Note: Recommendations are practical, helpful, positive and encouraging, assisting the speaker in improvement.
Be sensitive to the feelings and needs of speaker, yet be inspirational and encouraging.

SPEECH

- ☐ Volume (good projection, vibrant)
- ☐ Pitch (varied)
- ☐ Quality (enthusiastic, passionate)
- ☐ Articulation/pronunciation (clear, crisp, controlled)
- ☐ Rate (smooth, deliberate)
- ☐ Vocal variety (conveys emotion, natural, animation) & voice control
- ☐ Volume
- ☐ Sincerity
- ☐ Use of pauses (for effect, to allow listeners to digest information)
- ☐ Manner (directness, assurance and enthusiasm)
- ☐ Grammar
- ☐ Word selection and explaining technical terms/jargon

BODY LANGUAGE

- ☐ Posture / stance (confident, relaxed)
- ☐ Gestures (natural, meaningful, lively, precise, enhanced message)
- ☐ Body movements (animated, graceful, purposeful, any distracting or repetitious movements)
- ☐ Facial expressions (friendly, natural, appropriate to speech content)
- ☐ Eye contact (no set pattern, established bonds with listeners, encompassed everyone)
- ☐ Dress (appropriate, confident)
- ☐ Use of props / visual aids (effective, added to content)

TALK DEVELOPMENT

- ☐ Opening (clear, interesting), body, close → easy to follow and understand (well constructed)
- ☐ Conclusion reinforced body; climactic
- ☐ Organization (clear, simple) + support material (examples etc) directly contributed to the message. Key ideas were few in number and introduced systematically. Logically written and presented
- ☐ Smoothness
- ☐ Correct grammar
- ☐ Spontaneity
- ☐ Flexibility
- ☐ Used descriptive language
- ☐ Original ideas used and portrayed
- ☐ Used word-pictures (effectively, memorable) – selecting the right words for communicating the message

EFFECTIVENESS

- ☐ Held audience's attention – audience was interested and well-informed of new ideas
- ☐ Audience response (attentiveness, laughter, interest)
- ☐ Achievement of purpose/objectives
- ☐ Creation of excitement, suspense, twist
- ☐ Originality of thoughts and material
- ☐ Showed research of topic
- ☐ Used personal experience
- ☐ Use of notes and lectern (appropriate, unobtrusive)
- ☐ Spoke to the topic / objectives
- ☐ Well-prepared and well-rehearsed
- ☐ Spoken within allotted time
- ☐ Um / Ah / Hesitations
- ☐ Confident / control of nervousness
- ☐ Overall message was clear and called the audience to an action
- ☐ Easy to relate to audience's everyday lives and showed how it can help
- ☐ Persuasiveness
- ☐ The speech evoked a reaction (inspire, uplift, humour, satisfaction...)

OTHER

- ☐ Topic selection (suited speaker, audience, time available)
- ☐ Addressed the chairman at start and close appropriately
- ☐ A speech to remember?

written feedback and the evaluator presents a 2-3 minute evaluation. Don't wait until your next speech to make improvements. Toastmasters International offers comprehensive resources to help guide speakers through the process, but don't be afraid to try different strategies to find what works best for you. DTM Chris Hammel, explains why he rarely takes notes during evaluations. Distinguished Toast Master Chris Hammel presenting a speech at an improv show in February 2019, at unknow location in San Diego, CA. "I learn how to improve my presentation skills at every meeting, whether or not I have a speaking role at one. Embrace your Toastmasters journey and Pathways education with an open mind and willingness to improve, and you'll reap all the benefits it has to give you. At San Diego Toastmasters 7, we take pride in creating a positive experience for all members and guests that walk through our doors. Be sure to ask if there are any additional areas beyond the project evaluation form they want you to focus on. Listen before you evaluate. If you truly want to improve your speaking and leadership skills, you must learn how to give and receive helpful evaluations. They deserve a meaningful and thoughtful evaluation. When presenting constructive feedback, always preface your suggestion by saying, "In my opinion" or "I feel." These statements will help the speaker feel less defensive because you're allowing them to take your feedback with a grain of salt. Customize your communication style. Before Toastmasters, he would immediately react and become defensive when presented with constructive feedback. "Evaluation is effective if you hear the entire speech. Pay attention to trends in audience feedback and suggestions from your mentor and other trusted speakers. Competent Communicator Shadi Abudayyeh, presenting an evaluation at a San Diego Toastmasters 7 meeting on March 16, 2019, at Normal Heights Community Center in San Diego, CA. Here are some tips to help Evaluators provide the most value to the speaker: Do your research. Even if it can feel a little awkward, the benefits you receive from gathering meaningful and tangible feedback far outweigh any short-term discomfort. Toastmasters facilitates a constructive feedback loop as an essential part of its educational program. Some nights you may walk away with 50+ slips of audience feedback, which can be overwhelming. Don't tell someone what to do. Long-time member and DTM Eric Linder shared his take on evaluations. Distinguished Toast Master Eric Linder, presenting an evaluation at a San Diego Toastmasters 7 meeting on June 13, 2019, at Normal Heights Community Center in San Diego, CA. If you receive the same piece of feedback on numerous occasions, this may be something worthy of greater exploration. That said, do your best to avoid defensiveness if you disagree with your Evaluator's feedback. Hammel explained the evaluation process has helped him receive feedback in his personal life. Remember, when Evaluators only share positive takeaways, they are usually doing more harm than good when it comes to the speaker's long-term growth. TIPS FOR THE EVALUATEE Once a speaker finishes presenting, he/she has a moment to step back and relax. Most importantly, if you find yourself in the role of the speaker, be sure to take time to reflect on your speech. That being said, evaluation is an art, not a science. They can also quickly tell who lacked attention and resorted to lazy observations. San Diego Toastmasters 7 takes pride in itself as a place where members not only talk the talk, but walk the walk when it comes to valuing the experiences of others. Speakers that practice humility and open themselves up to the evaluation process reap the rewards of the development and support the club offers. Here are some tips to help speakers successfully navigate evaluations and utilize feedback for improvement: Take it with a grain of salt. It can be an intimidating experience at first, but the club makes a concerted effort to ensure the speaker feels supported and encouraged. Now, he takes the time to assess the value of each point before responding. "Evaluations have made me more approachable because people aren't afraid of correcting me," Hammel said. Practice self-reflection. Toastmasters International promotes the "sandwich technique" as its model for evaluations. Some helpful questions to ask include: How did I feel on stage? Did I cover all the main points? What parts of my speech went well? What areas could have gone better? This reflection process will help you identify the most valuable pieces of feedback that resonate with your own perspective. During the evaluation section of the meeting, the Evaluators provide insightful suggestions to everyone on how to fine-tune and improve presentations," Linder said. Why? "By giving constant evaluations, I have become better at giving the most direct and straightforward advice. For further information on evaluation, Toastmasters International offers various resources including a more in-depth version of "The Art of Effective Evaluation". Now, Hammel only takes notes on the key points the speaker lists in his/her introduction so he can monitor their chronology. This feedback style is also recommended for written audience feedback. Chat with the speaker beforehand, find out which Pathways project he/she is presenting and look up the specific project objectives. With experience, Abudayyeh has learned to tailor his evaluation style to each individual speaker to provide them with the most effective feedback for their development. Otherwise, you're evaluating a speech the speaker didn't give because you missed key parts while you were taking notes," Hammel said. Members at San Diego Toastmasters 7 have even been known to follow up via email after connecting with a story and go out of their way to acknowledge newcomers. However, if you're unsure, don't assume. Without it, you run the risk of becoming complacent and stagnant. Many new members, though nervous at the start, walk away with a strong feeling of encouragement and support after presenting their first personal speeches. If you find yourself acting as an Evaluator, remember to only evaluate areas the speaker has the power to change. A simple question posed to the speaker about his/her preferred evaluation style will help set you and the speaker up for success. Speak with intention. Here's how it works: State the positives of the speechSuggest an area or two for improvementFinish with another positive comment Simple, encouraging, yet effective. Here are some valuable tips on how to give and receive effective evaluation from seasoned evaluators at San Diego Toastmasters 7: TIPS FOR THE EVALUATOR The main purpose of the Evaluator is to provide constructive and encouraging feedback that helps the speaker improve his/her speaking skills and gain confidence. Instead, ask for further clarification after the meeting. Being an Evaluator has helped me stay constantly focused during speeches, provide individualized feedback, and helped me become a better communicator," Abudayyeh said. It helps to remember the speaker you are evaluating likely spent hours (or even weeks!) preparing for a project. As effective communicators and leaders, we need constructive feedback in order to enhance personal and professional growth. Speakers can easily tell who took the time and effort to offer genuine and intentional feedback. In most clubs, it's common for advanced speakers to prefer a direct approach while newer members generally respond better to an encouraging tone. While it's important to review all feedback, don't feel obligated to absorb everything. It's important to implement your own filtering process to identify the comments that are most valuable to you. Because constructive feedback is essential to improvement. Unsplash Constant evaluation is the key to long-term, personal and professional growth. After all, a comfort zone is a beautiful place, but nothing ever grows there.

Due to a planned power outage on Friday, 1/14, between 8am-1pm PST, some services may be impacted. 24/02/2016 · - · .php cgi-bin admin images search includes .html cache wp-admin plugins modules wp-includes login themes templates index js xmlrpc wp-content media tmp lan.. Due to a planned power outage on Friday, 1/14, between 8am-1pm PST, some services may be impacted. James M. Kouzes, Barry Z. Posner The Leadership James M. Kouzes, Barry Z. Posner The Leadership

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